

**The Highland Council
Education & Learning Service**

**Job Description
School Technician**

Service:	Education and Learning
Job Title:	School Technician – 35 hours per week
Grade and Salary:	HC0635 £ - £ per annum Salary placing will normally be on the first point of the scale.
Location:	
Responsible to:	Head Teacher
Job Purpose:	Responsible for the management and delivery of the technician's duties within the Craft, Design & Technology Department in liaison with the Principal Teacher.
Key Duties and Responsibilities:	DUTIES WITHIN THE CRAFT, DESIGN & TECHNOLOGY DEPT • Be available in Technicians Room during teaching time to deal with period to period problems/requests or leave notice on Technicians' Room door indicating location. • Maintain teaching and storage areas in tidy fashion with storage clearly labelled so that equipment can be readily identified. • Maintain equipment/materials in safe and serviceable order, notifying relevant Principal Teacher of shortages. Also take a positive role in suggesting improvements in the quality and/or quantity of equipment available. • Prepare material for models in good time and in good order to teaching staff who have requested it in adequate time. • Maintain an inventory of craft consumables. • Maintain machinery and carry out routine inspections and servicing. • Place new stock into storage on delivery. This involves manual handling of large sheet material which then has to be cut to size for storage.

- Carry out any other reasonable tasks at the request of the Principal Teacher or the Rector.

WHOLE SCHOOL DUTIES

- Operate within the flexible working arrangement by providing technician support to other departments within the school as requested by the Head Teacher. This post will include significant support to the Home Economics department including dealing with food orders.
- Support school staff in the use of AV equipment within the school, including the recording of broadcast material and routine repairs and maintenance.

Other Duties: You will also be expected to undergo appropriate training as and when required.
This job description will be subject to periodic review and to the policies of the School and the Education Authority.

Special Conditions: 52 weeks per year. Holidays must be taken during school holiday periods.

Date: 04 April 2022

**The Highland Council
Education & Learning Service**

**Person Specification
School Technician**

Service: Education and Learning

Job Title: School Technician

Location:

Closing Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

1. KNOWLEDGE AND EXPERIENCE

General education in areas related to the job description.
The jobholder requires predominantly specialist knowledge to do the job. This knowledge is normally acquired through a professional qualification and experience. A general degree or equivalent qualification is typically required, for example, SVQ4 or HNC. Proven working experience is required to become fully competent and familiar with all aspects of the job.

2. SKILLS/ABILITIES SPECIFIC TO THE POST –

- awareness of health & safety practices in areas related to job description
- preparation of wood, metal or plastic to given sizes
- use & maintenance of circular saw, planer-thicknesser and bandsaw
- maintaining and servicing machinery and hand tools
- ability to work unsupervised

3. INTERPERSONAL AND SOCIAL SKILLS –

- Enthusiasm and initiative.
- Good interpersonal skills with adults and pupils.
- Willingness to learn new skills when appropriate.